



## ADMINISTRATIVE NOTES

U.S. GOVERNMENT PRINTING OFFICE  
SUPERINTENDENT OF DOCUMENTS  
LIBRARY PROGRAMS SERVICE



VOL. 4 , NO. 9

1983

### JOINT COMMITTEE ON PRINTING QUESTIONNAIRE

The Ad Hoc Committee on Depository Library Access to Federal Automated Data Bases will be issuing a questionnaire to the Depository Libraries later this year. It will contain questions related to the Federal data bases presently used, as well as to the volume of usage. The Joint Committee on Printing will distribute the questionnaire and will be providing additional information concerning it.

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### GAO QUESTIONNAIRE

The United States General Accounting Office (GAO) is currently reviewing GPO's Depository Library Program. As part of their review, GAO will be surveying the Depository libraries on their views about the program and its effectiveness in meeting their needs. The survey will be in the form of a questionnaire which will be distributed in July 1983 to all GPO Depository libraries. GAO is asking the Directors of these libraries to be responsible for and review the questionnaire before returning it to GPO within the time specified. For the analysis and results of the questionnaire to be effective, it is important that the questions be referred to the appropriate librarians, such as documents librarians, reference librarians and catalogers, so that the questions may be answered with the best possible responses. The results of the survey will be included in GAO's report to the Congress on the Depository Library Program, which is expected to be issued by February 1984.

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### HOT LINE FOR CLASSIFICATION PROBLEMS

In order to correct classification errors in a timely manner, GPO is establishing a hot line for classification errors and questions. Since the purpose of the hot line is to identify problems as quickly as possible, it should be used only for problems occurring within the last month or two. Any problems over 3 months old should be submitted on the Depository Library Request for Information Form. We will still respond to written inquiries, of course, since we realize that many libraries have restrictions on long distance phone calls.

The classification hot line is to be used for classification problems only. Do not call this number with classification number requests, claims or item questions.

Incorrect classes which are changed will be noted on shipping lists as usual. Other problems will be listed with the response in Administrative Notes. We are beginning this service on an experimental basis and welcome your suggestions. The hot line number is 703-557-1355. Ask for Jean Ott.

## FEDERAL REGISTER FORMAT INFORMATION

PUBLICATION	FREQUENCY	PAPER	MICROFICHE
<u>Federal Register</u>	Daily Monday through Friday, except on a legal holiday	Sold by GPO*	Sold by GPO*
<u>Federal Register Index</u>	Monthly	Sold by GPO*	Sold by GPO*
<u>Code of Federal Regulations</u>	Irregular (but revised annually)	Sold by GPO*	Sold by GPO*
<u>Code of Federal Regulations, LSA, List of CFR Sections Affected</u>	Monthly	Sold by GPO*	Sold by GPO*

\*Latest sales information can be found in the quarterly publication, Government Periodicals and Subscription Services (Price List 36) which is free on request from the Superintendent of Documents. Microfiche for CFR began in 1978, and for the related publications in October 1982.

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## ADVICE WANTED

As we move to the final planning stages for our data processing support, we are faced with a number of major decisions. Some of these relate to internal operating procedures, but one impacts heavily on all of you. We are considering the possibility of starting our automated files with 1976 records forward, since we presently have Monthly Catalog records available in machine readable form from that date. If we were to do this, we would, in effect, need to close the earlier portion of our "catalog" as is being done in many other libraries. This would mean that we would rely on Government and commercial indexes and microfilm and fiche files for access to collections prior to 1976 and to the automated system for access to materials after 1976.

We would appreciate receiving any comments you might have by July 29, 1983. It is our intention to make the 1976 files available to you in various formats, depending on your needs and your ability to use them.

22Jun83

SERIALS/PERIODICALS UPDATE

- E 3.1/2:(date) Annual energy review. Item 429-J-1. Replaces v.2 of the Energy Information Administration annual report to Congress (E 3.1:(date)/v.2).
- E 3.1/3:(date) Synopsis of the annual energy review and outlook. (OCLC 9588689) Item 429-J-1. This publication is a synopsis of: Annual energy review (E 3.1/2:(date)) and: Annual energy outlook (E 3.1/4:(date)).
- E 3.1/4:(date) Annual energy outlook. (OCLC 9587622) Item 429-J-1. Replaces v.3 of the Energy Information Administration annual report to Congress (E 3.1:(date)/v.3). Designated DOE-EIA-0383.
- E 3.11:(date) Natural gas monthly. Item 435-E-10. (1st issue Oct. 1982) Merges 4 titles, one monthly and 3 annual:  
1) Natural gas monthly report (last issue July 1982); E 3.11:(date); Item 435-E-10.  
2) Underground natural gas storage in the United States (last issue heating year Apr. 1981-Mar. 1982); E 3.11/2-9:(date); Item 435-E-19.  
3) Main line natural gas sales to industrial users (last issue 1980); E 3.11/14:(date); Item 429-T-53 (microfiche).  
4) U.S. imports and exports of natural gas (last issue 1981); E 3.25/3:(date); Item 435-E-15 (microfiche).
- I 49.79:(v.nos.&nos.) Fish health news. Item 611-P. Last issue published was v. 11, no. 1,2, Jan. & Apr. 1982. The publication schedule is late: v. 11, no. 3 is currently being worked on.
- PrEx 7.22/2:(nos.) USSR report. Life sciences. Effects of non-ionizing electromagnetic radiation. Item 1067-L-13 (microfiche). The 1983 Serials Supplement gives the item number as 1037-L-13 (microfiche). 1067-L-13 (microfiche) is the correct item number.
- PrEx 7.22/3:(nos.) USSR report. Life sciences. Agrotechnology and food resources. Item 1067-L-13 (microfiche). The 1983 Serials Supplement gives the item number as 1037-L-13 (microfiche). 1067-L-13 (microfiche) is the correct item number.



## CENSUS QUESTIONS AND ANSWERS

With the Bureau of the Census publications being both important and somewhat confusing, we often receive phone calls from librarians concerning them. We would like to begin to share some of these questions and answers with you on a regular basis for your information. If there are still questions unanswered or if there is an answer which still seems unclear you may contact Jean Ott, area code 703, 557-1355, or write: Chief, Cataloging Section 1, U.S. G.P.O., 5236 Eisenhower Ave., Alexandria, Va. 22304.

Q What is the status of the Census Block Statistics maps?

A GPO has begun ficing the maps and has distributed approximately 40 SMSAs to date. We are very pleased with the quality of the fiche and hope to complete distribution within 6 months.

Q Have any U.S. summaries been issued yet for the Census of Population and Housing?

A No, but three are due shortly. PC-80-1-A, Number of Inhabitants, is at the printer, but due to color maps it won't be available until early July. PC-80-1-B, General Population Characteristics, and HC-80-1-A, General Housing Characteristics, are also at the printer and should be available by late June or early July.

Q What is the status of the bound volumes for the 1977 Census of Transportation?

A Only one bound volume was issued by Census: Vol. 2, Truck Inventory Survey. Due to a printing mix-up GPO never obtained copies for distribution. Vols. 1 and 3 were not and will not be issued. The publications classed C 3.233/5, with the exception of the Truck Inventory Survey, constitute the final volumes for this census.

Q Will final reports for Geographic Area Series be issued for the Censuses of Retail Trade, Wholesale Trade, and Service Industries?

A Yes. Only the advance reports will not be issued. There is no change in class or item number.

Q Will final State and Area Reports be issued for the Census of Agriculture?

A Yes.

Q Will there be bound volumes for the 1982 Economic Censuses?

A Yes, as in 1977, bound volumes will be issued for the major economic Censuses.

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## BULLETIN NOW JOURNAL

The Bulletin of Prosthetic Research, which began in 1964 with an issue designated BPR 10-1, Spring 1964, and went through 37 issues to BPR 10-37, Spring 1982, is now The Journal of Rehabilitation Research and Development, BPR 10-38, noted as Volume 20, Number 1. This is distributed as item number 983-B, SuDocs number VA 1.23:3.

## NAME AUTHORITY RECORDS

The Classification and Cataloging Branch has established 2913 new name authority records so far this year, and has upgraded an additional 608 records, for a total of 3521 name authorities.

The month-by-month breakdown is as follows:

	<u>New</u>	<u>Upgraded</u>	<u>Total</u>	
January	743	105	848	
February	461	111	572	
March	620	101	721	
April	503	122	625	
May	586	169	755	
	<u>2,913</u>	<u>608</u>	<u>3,521</u>	TOTALS

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## FIVE-YEAR CUMULATIVE INDEX TO THE MONTHLY CATALOG

You will be receiving, in Shipping List No. 1427-M, June 24, 1983, the microfiche Five Year Cumulative Index of the Monthly Catalog. Based on your responses to earlier questions relative to format considerations, we determined that the microfiche version was desired by the majority of the depository libraries and proceeded on this basis. The cumulative for 1982 and many of your comments regarding its size also contributed to our decision, to say nothing of the costs involved in producing a publication of this size.

For your information, the microfiche consist of 14,522 pages and 151 microfiche for the period July 1976-1980 inclusive.

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## CATALOGING AND CLASSIFICATION STATISTICS FOR MAY 1983

### Cataloging

Publications received:	1656	
Publications cataloged:		
GPO	1066	Total: 2323
ZAI	1257	
Publications revised:		
GPO cataloging	992	Total: 2449
ZAI cataloging	1457	
Publications produced:		
GPO cataloging	1205	Total: 2492
ZAI cataloging	1287	

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Total number of publications cataloged as of 5/31/83: 2,338,839  
Balance of backlog: 4809

### Classification

Publications received:	6355
Duplicates discarded:	1981
Publications classed:	5706
Periodicals classed:	1992
Balance of backlog:	<u>1406</u>

